



EMPLOYMENT OPPORTUNITY

FISCAL CLERK II

(Full-Time At-Will With Benefits Position)

THE SALARY: \$12.92 hourly, \$2,244 monthly, \$26,922 annually

THE BENEFITS: Liberal vacation plan; twelve days cumulative paid sick leave per year; fourteen paid holidays per year; group medical, dental and life insurance paid for employee; voluntary retirement plan, and merit advancement.

STANDARD WORK

SCHEDULE AND HOURS: Position is assigned to the standard (8:00AM-5:00PM, Monday to Friday) work schedule.

THE POSITION: Community Action Partnership of San Bernardino County (CAPSBC) Fiscal Division is currently seeking a qualified individual to perform clerical work of a difficult nature in connection with the examination, reconciliation and recording of fiscal, financial and statistical records. The incumbent must be computer literate, maintain strict confidentiality and work overtime as required.

EXAMPLES OF DUTIES: Under supervision, the incumbent will perform such duties as: Audit claims, warrants, vouchers, computer source documents and products, and other records for a variety of accounts, for arithmetical accuracy, legality, and consistency, requiring some interpretation of established procedures; maintain a significant portion of a manual or automated accounting or record keeping system; set-up, post, adjust, and reconcile a variety of internal accounts and balances to centralized accounting records; allocate funds to correct accounts in a large accounting system based on specific knowledge of the accounting system involved; use judgment in balancing and reconciling differences within the record keeping system, resolving most problems without assistance; give to the public and interdepartmental representatives information which requires judgment and interpretation and involves searching for and abstracting technical data and explaining laws, policies, or procedures in some detail; refer only matters requiring policy decisions to immediate supervisor; compile statements, claims, and reports from generally similar source documents in a prescribed format; type alpha and numeric data, tabulations, statements, and other material and operate standard office equipment including computer terminals as required; verify data entry for incentive crew payroll; assist in areas where help is needed; provide vacation and temporary relief as required.

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MINIMUM QUALIFICATIONS: Education / Experience: High School graduation or equivalent and one (1) year of recent paid responsible office clerical experience performing fiscal activities where the primary duty involved is performing or checking arithmetical computations. Applicants must read, write and speak English at a level appropriate to the position. **Knowledge / Abilities / Skills:** **Good knowledge of :** Record keeping practices; modern office procedures; personal computer hardware and software applications (i.e., Microsoft Office, Word, Excel); principles of time management; accounts payable and receivable practices. **Some knowledge of:** Report preparation and maintenance. **Ability to:** Follow oral and written instructions; perform duties independently and under own initiative; maintain strict confidentiality; communicate effectively in written / verbal form; safely operate CAPSBC / personal vehicles for business purposes; perform difficult mathematical computations; complete work assignments within specified deadlines; read, write and speak English at a level appropriate to the position. **Skills:** Proficiently operate standard office equipment, including personal computer hardware and various software applications (to include Microsoft Office, Word, Excel, Windows, PowerPoint, Access, Outlook); 10-key calculator by touch.

LICENSE AND PERSONAL VEHICLE: Must possess/maintain a valid California Driver License, be insurable and possess/maintain dependable personal transportation/automobile insurance coverage (meeting state required minimum coverage) and an acceptable driving record throughout the course of employment. Employees receive reimbursement of 44.5¢ per mile for use of personal vehicle for official business purposes (does not include home to work travel).

SPECIAL REQUIREMENTS: Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance to their completed application.

EXAMINATION: The examination will consist of: A. A competitive evaluation of qualifications based upon a review of the application and attachments, B. Those applicants passing the competitive evaluation of qualifications will be scheduled for an assessment exercise, C. Those applicants passing the assessment exercise will be scheduled for an evaluation of education, training and experience based upon a structured oral examination covering the following items: 1. Office Practices and Procedures, 2. Communication Techniques (Oral/Written), 3. Personal Computer Hardware and Software Applications, 4. Fiscal Concepts. Applicants may be required to perform writing exercises and mathematical computations and should bring their glasses, if applicable.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and / or testing. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

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APPLICATION: Submit a completed CAPSBC application form to the Human Resources Division, 686 East Mill Street, San Bernardino, CA 92415-0610. If you change your address or phone number after filing an application, please notify CAPSBC Human Resources Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Human Resources Division at (909) 891-3880.

CLOSING DATE: Continuous - until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 3/9/06

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3/9/06

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Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Human Resources Division at (909) 891-3880, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to: www.sbcounty.gov/capsbc.

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; eligible employees in position budgeted less than eighty (80) hours per pay period will accrue vacation and sick time on a pro-rata basis; merit advancement.

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